

Your Guide to:

Microsoft PowerPoint:mac



Microsoft®
PowerPoint:mac

version X

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Your Guide to Microsoft PowerPoint:mac v.X

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For general information on Instructional Technology products and services please contact:

Miguel Guhlin, Director
Instructional Technology Services
Phone: (210) 527-1400
Fax: (210) 281-0257
Email: mguhlin@saisd.net
Web site: <http://itls.saisd.net>

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What is PowerPoint: mac v. X?

PowerPoint:mac v. X or Power Point X is the premiere multimedia presentation software application in the Microsoft Office Suite. PowerPoint allows users to create interactive on-screen presentations that combines text, graphics, and sounds. PowerPoint also provides users with the ability to create professional presentations that include elaborate overheads and presentation printouts. Through the use of PowerPoint, users can organize thoughts and ideas into a cohesive package that may be viewed by users through email, web access, or attendance to a live presentation.

What should you consider before beginning?

Plan Ahead!

The key to creating an effective PowerPoint presentation is to consider the following factors:

1. Audience
2. Theme - Main Idea
3. Media Usage

These three factors are the beginning building blocks of a powerful PowerPoint presentation. By identifying the audience, the user can easily identify the proper elements to attract the attention of the viewers. With the identification of the theme or main idea, the user can establish the proper format or appearance the presentation should have for optimal effectiveness. Lastly, media usage should be carefully considered. Media is readily available for use in the form of graphics, animations, and sounds. However, any media usage must follow copyright laws and stipulations. The media chosen for the presentation must reflect the audience and the main theme so that it does not detract from the purpose of the presentation. Once these factors have been identified, the user can begin to create a masterful, interactive presentation to spark interest and enthusiasm around a particular presentation topic.

The difference between the PC and Mac platforms

Microsoft Power Point XP and Power Point X are similar in appearance and application.

Some of the major differences between the two programs:

1. The missing task bar (instead you have a separate window named the Project Gallery.
2. The Formatting Toolbar is now called the Formatting Palette. It still contains many of the tools located on the original toolbar.

Beginning Basics

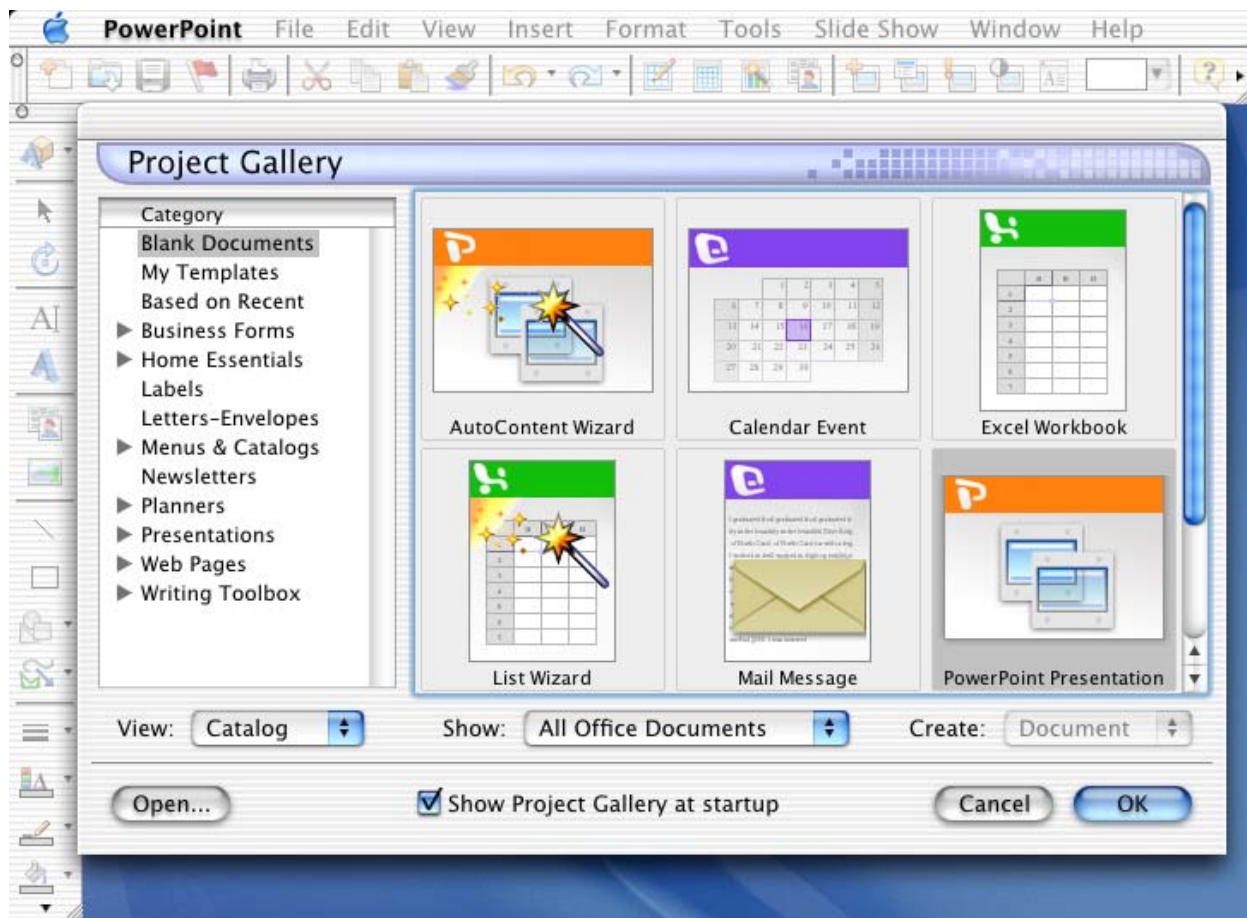
Opening PowerPoint

- To Start PowerPoint X, Click on the PowerPoint X Icon located on the MAC shortcut bar or by accessing the Applications Folder on the Hard Disk.



Microsoft PowerPoint

The following window will open.



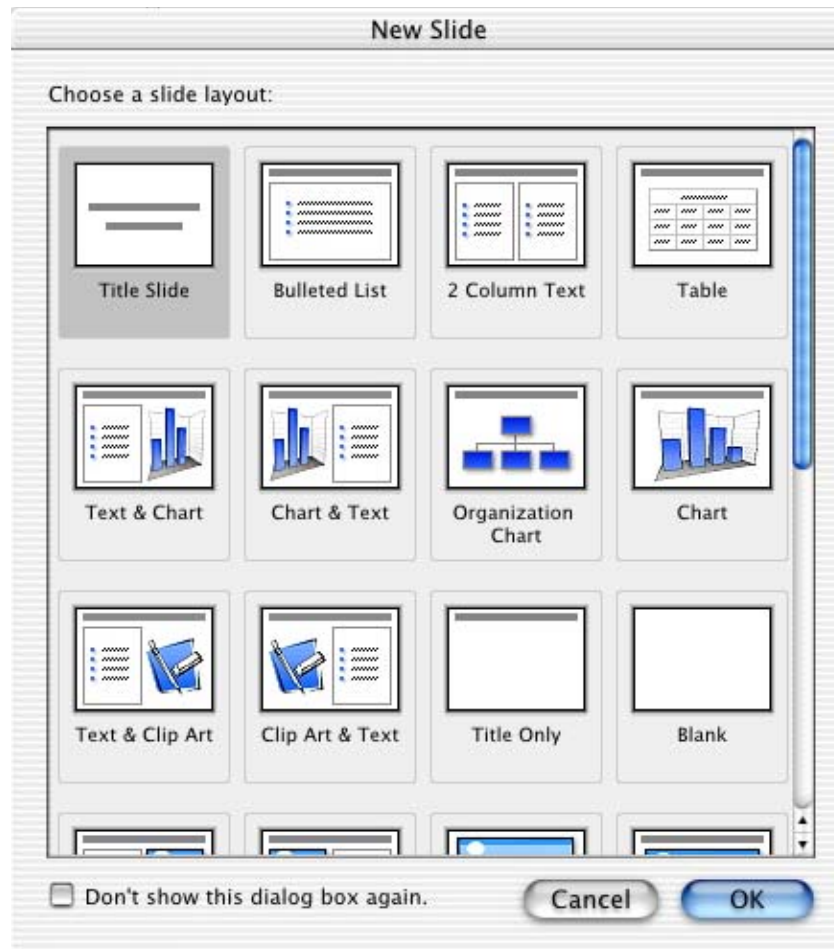
Project Gallery

- When the PowerPoint screen opens, the project gallery will appear.
- It allows you to select the type of document or presentation you would like to prepare.

Slide Layouts

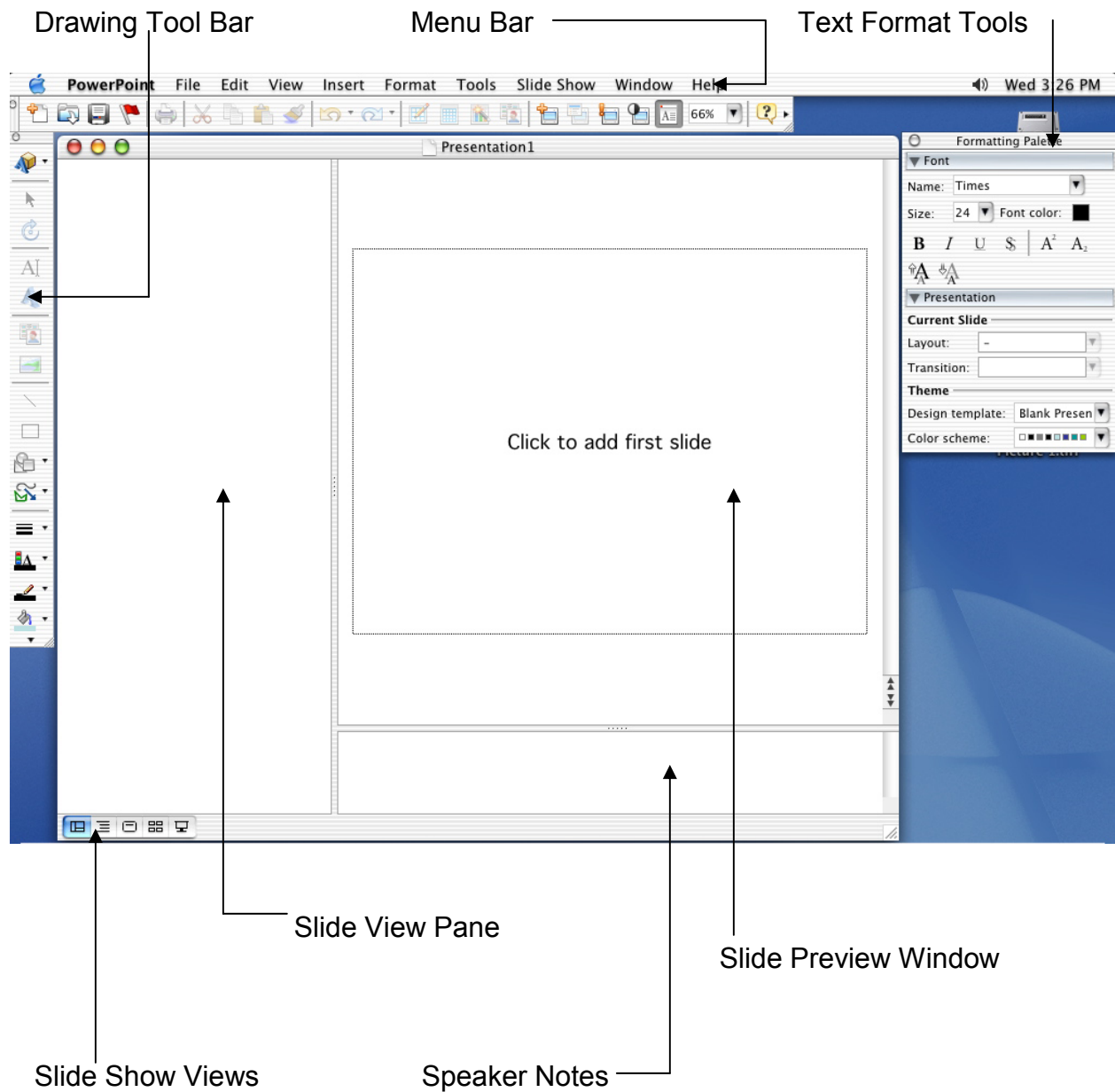
Upon choosing a format from the Project Gallery, the slide layout window will appear.

To begin a presentation, choose a slide layout and click OK.



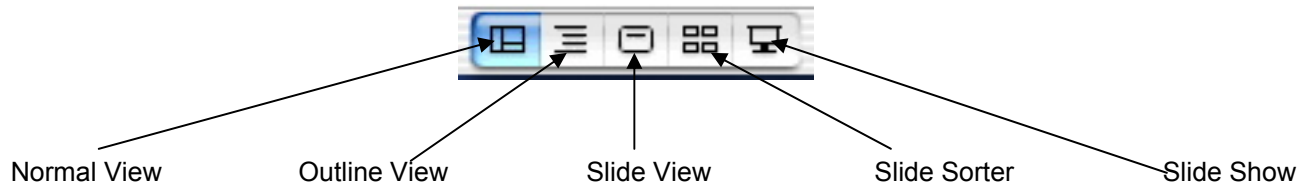
- Choosing a slide layout is an important step in preparing a PowerPoint presentation.
- The slide layout chosen can aid you in creating a particular look in your presentation.

PowerPoint Window Overview



Slide Show Views

- When creating a slide show, you can view the creation of the show in several ways using the Slide View Menu.



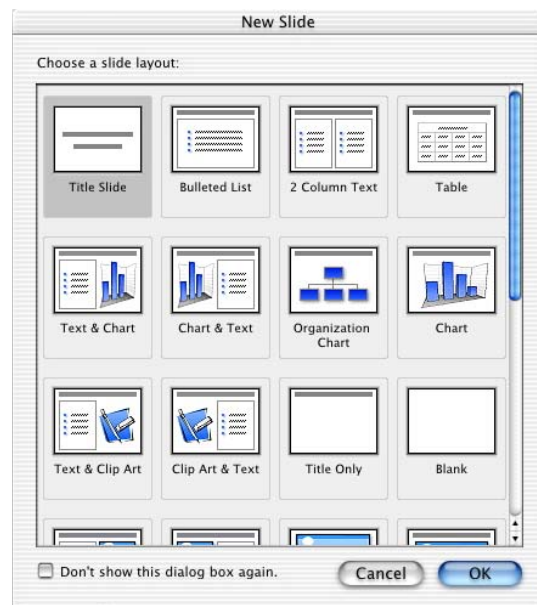
Basic Slide Editing

When creating a presentation, the slide layouts, color schemes, and font settings are extremely important. The user needs to create a color scheme and layout that will be easily viewed by various types of learner. Colors are good for stimulation and interest, but be careful not to overpower your viewers. Lighter backgrounds and darker text are always the best choices for optimal slide show viewing.

Slide Layouts

- There are several types and categories of slide layouts. The slide layout dialogue box will appear when a new slide is created. Simply choosing a slide layout at the beginning of the presentation does not lock the user into a particular layout design for the entire presentation. The layout may be changed at anytime.

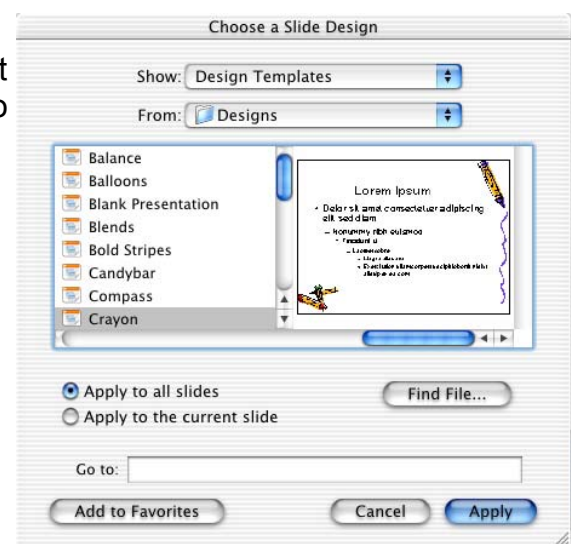
- [1] Choose a slide layout style from the New Slide Dialogue box
- [2] Click on the slide of choice
- [3] Click OK



Using a Design Template

- When creating the presentation, you may want to add a design template to the presentation to create a uniform design and color scheme for the presentation.

- [1] Choose **Format** from the Menu Bar
 - [2] Select **Slide Design**
 - [3] From the slide design dialogue box, select a design
 - [4] Click Apply
- The design will be added to the presentation.

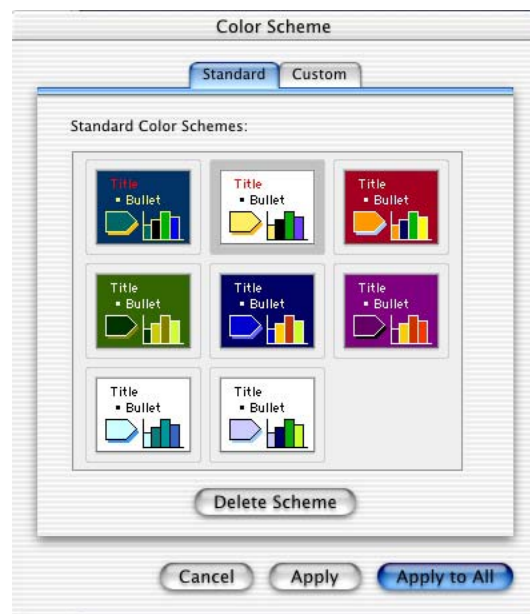


Slide Color Scheme

- When the user has selected the proper slide layout, the user can begin to concentrate on the overall color scheme of the slides. Although the user has the capability to reset the color scheme for each slide, it is generally a good practice to keep slides uniform in color.

- Slide Color Schemes can be set by accessing the background dialogue box from the **Format** pull down menu from the Menu Bar

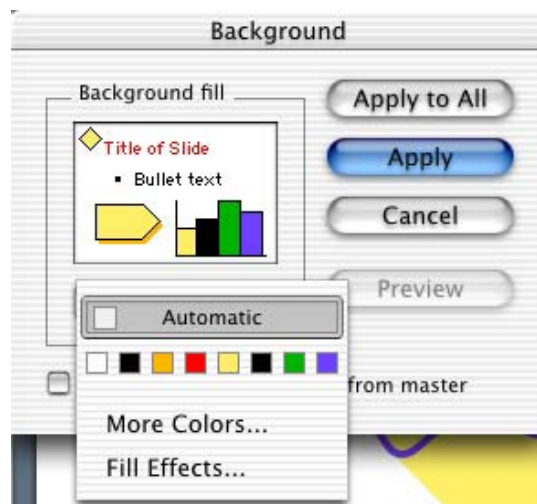
- [1] Click on **Format** from the Menu Bar
- [2] Choose **Slide Color Scheme**
- [3] In the Color Scheme Dialogue Box, Select the Color Scheme preferred
- [4] For Custom Color, select the **Custom** tab
- [5] Select the Colors desired from the **Custom Window**
- [6] Click **Apply** to apply the color scheme to only the current slide
- [7] Click **Apply to All** to apply the color scheme to the entire presentation.



Background Color

- Adding background color or altering the background color, separate from the slide show color scheme, can easily be accomplished by using the Format pull down menu.

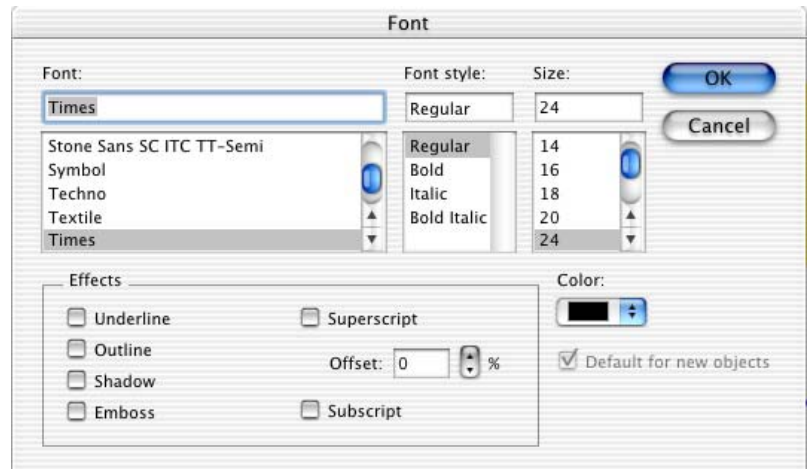
- [1] Choose **Format**
- [2] Select **Slide Background**
- [3] Using the Slide Background dialogue box, select the color options desired.
- [4] Click **Apply** to apply the background color to only the current slide
- [5] Click **Apply To All** to apply the background color to all the slides in the presentation.



Font Settings

- Font settings can be set by accessing the font menu from the **Format** pull down menu from the Menu Bar.

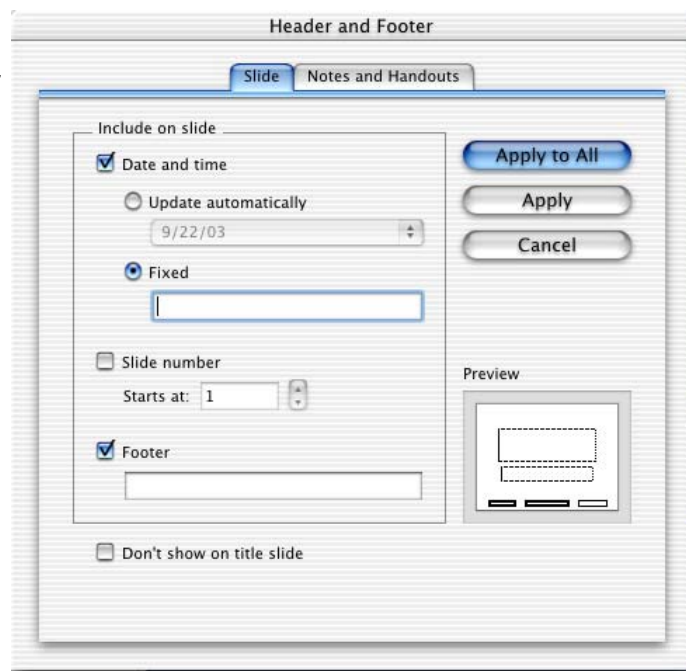
- [1] Click on **Format** from the Menu Bar
- [2] Choose **Font**
- [3] From the Font Dialogue Box, select font settings
- [4] Click OK to Close the Font Dialogue Box and activate font setting



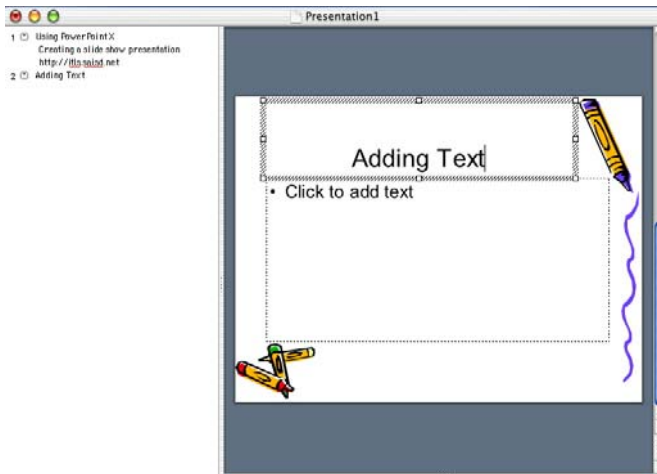
Header and Footer

- The header and footer for the slide can be set differently from the header and footer added to the notes and handouts.

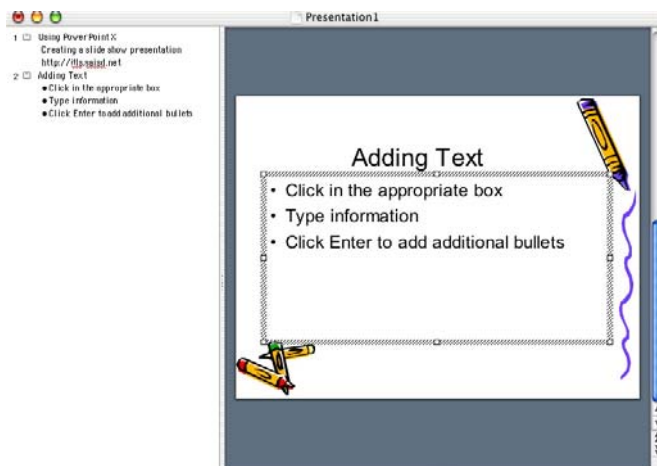
- [1] Choose **View** from the pull down menu
- [2] Select **Header and Footer**
- [3] In the Header and Footer dialogue box, select the date and time options
- [4] Type the footer be displayed
- [5] Click on the Notes and Handouts pages tab to set the header for the notes and handouts.
- [6] Click **Apply** or **Apply to All** to add the headers and footers.



Adding Content



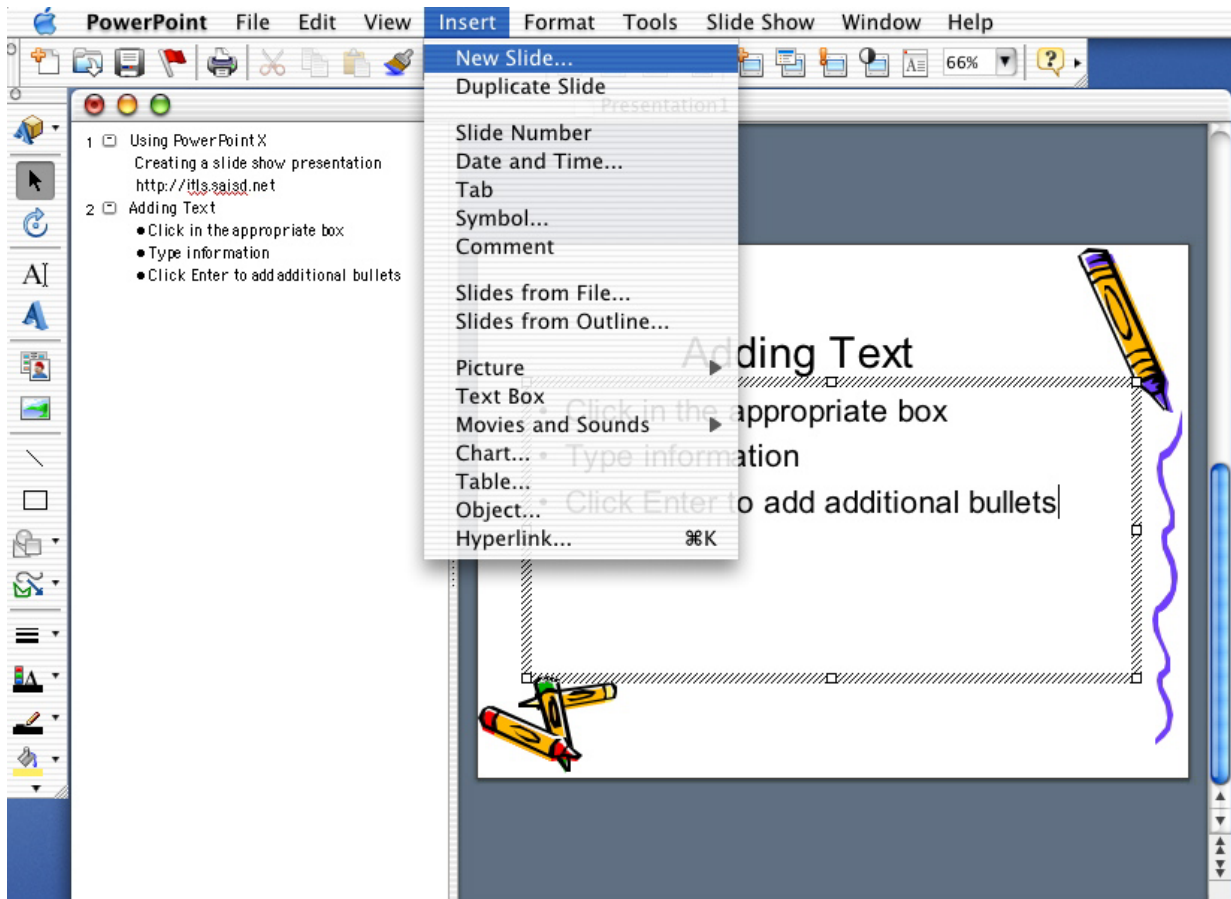
- [1] Choose a slide layout from the Slide Layout dialogue box.
- [2] Click in the area designated for the Title of the Slide.
- [3] Type a title for the Slide as indicated.



- [4] To add additional information on the slide, place the mouse pointer in the bottom box next to the prompt "Click to add text"
- [5] Type the first point, when finished hit the **Enter key** on the keyboard to enter additional informational points.

Adding A New Slide

- To continue the presentation a new slide must be added.
 - [1] Choose **Insert** from the pull down menu
 - [2] Select **New Slide**
 - [3] From the Slide Layout dialogue box, Choose a layout.
 - [4] Click OK



Adding Word Art

- Regular text can vary in size and color. However, sometimes you may want to add additional features to your text. For example, Word Art allows you to create fonts in various sizes, shapes, colors, and dimensions.

- [1] From the drawing tool bar select the Word Art Icon
- [2] From the Word Art Gallery select a Word Art style
- [3] From the Edit Word Art Text dialogue box, select the font style and size
- [4] Type the text to appear as the word art object
- [5] Click ok to apply the style and text to the slide show



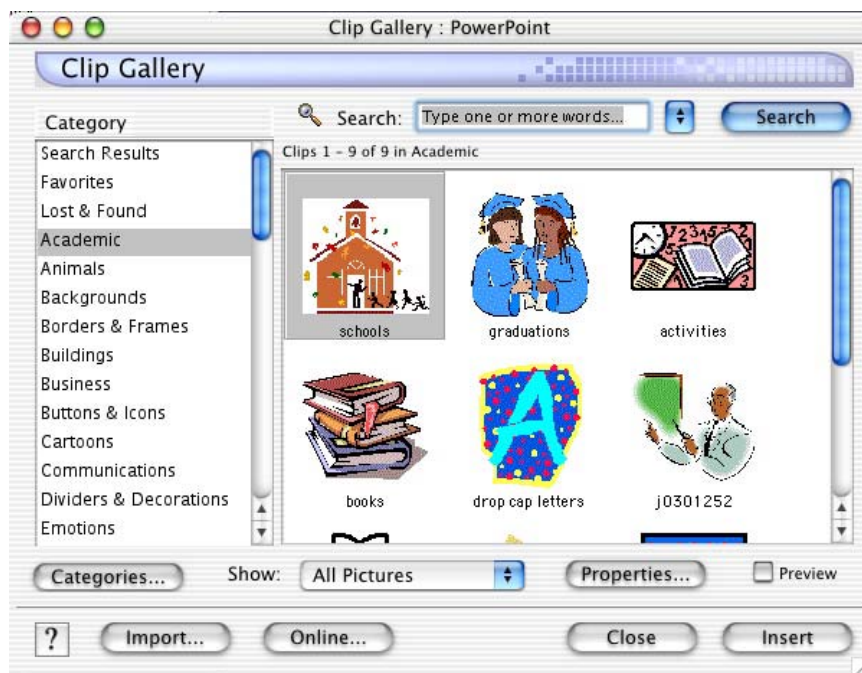
- To change word art shapes, colors, spacing, orientation or dimensions, use the Word Art Tool Bar
- When a Word Art Object is selected on the slide, the Word Art Tool Bar will appear.



Adding Graphics from Clip Art

- Clip Art is a collection of graphics provided by Microsoft that accompanies the PowerPoint program. Clip Art may be added to any slide layout design, but PowerPoint does offer several Text and Image slide layouts.

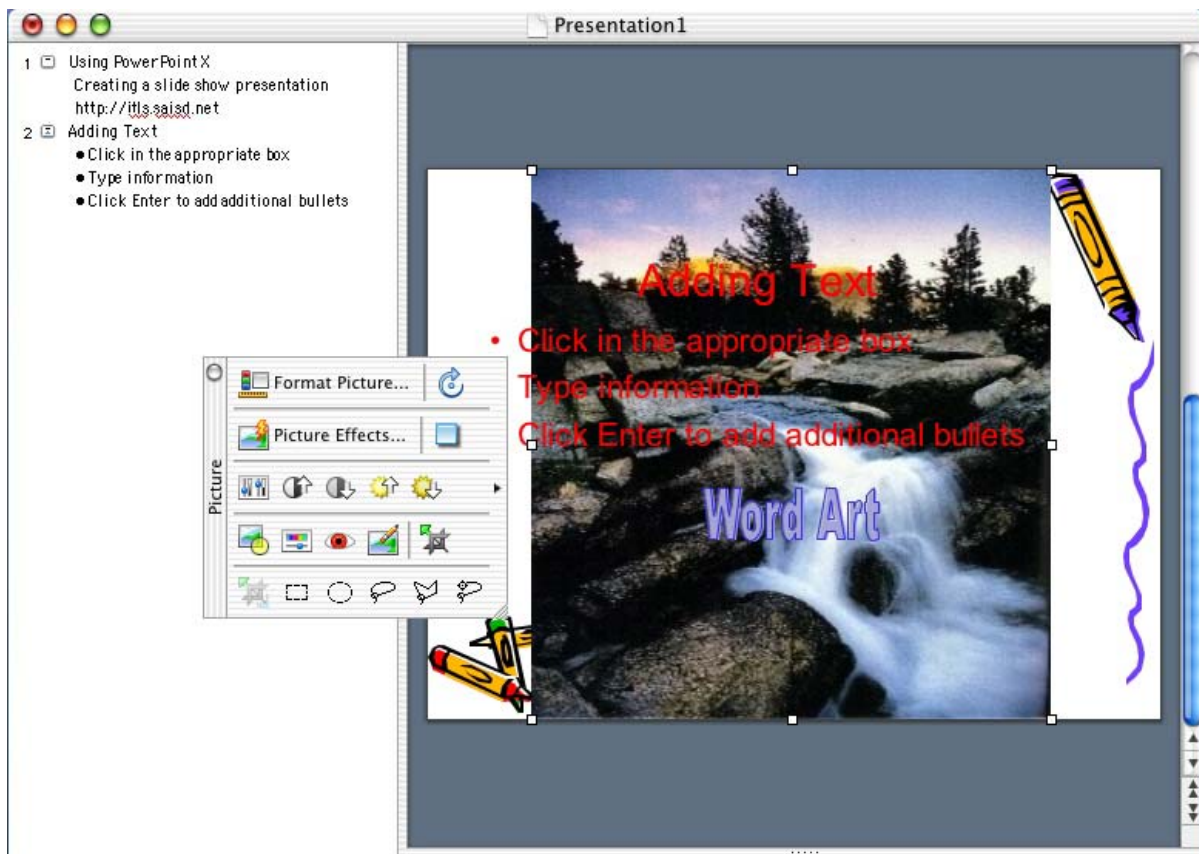
- [1] From the drawing tool bar, select the **Insert Clip Art Icon**
- [2] The **Clip Art Gallery** dialogue box will open
- [3] Select a Category of clip art
- [4] Choose a Clip Art Image within the category
- [5] Click the **Insert** button to add the image to the presentation
- [6] When all clip art has been added, click **Close** to return to the slide.



Adding Graphics from a File

- Graphics can be saved in a file format and inserted into a PowerPoint presentation.

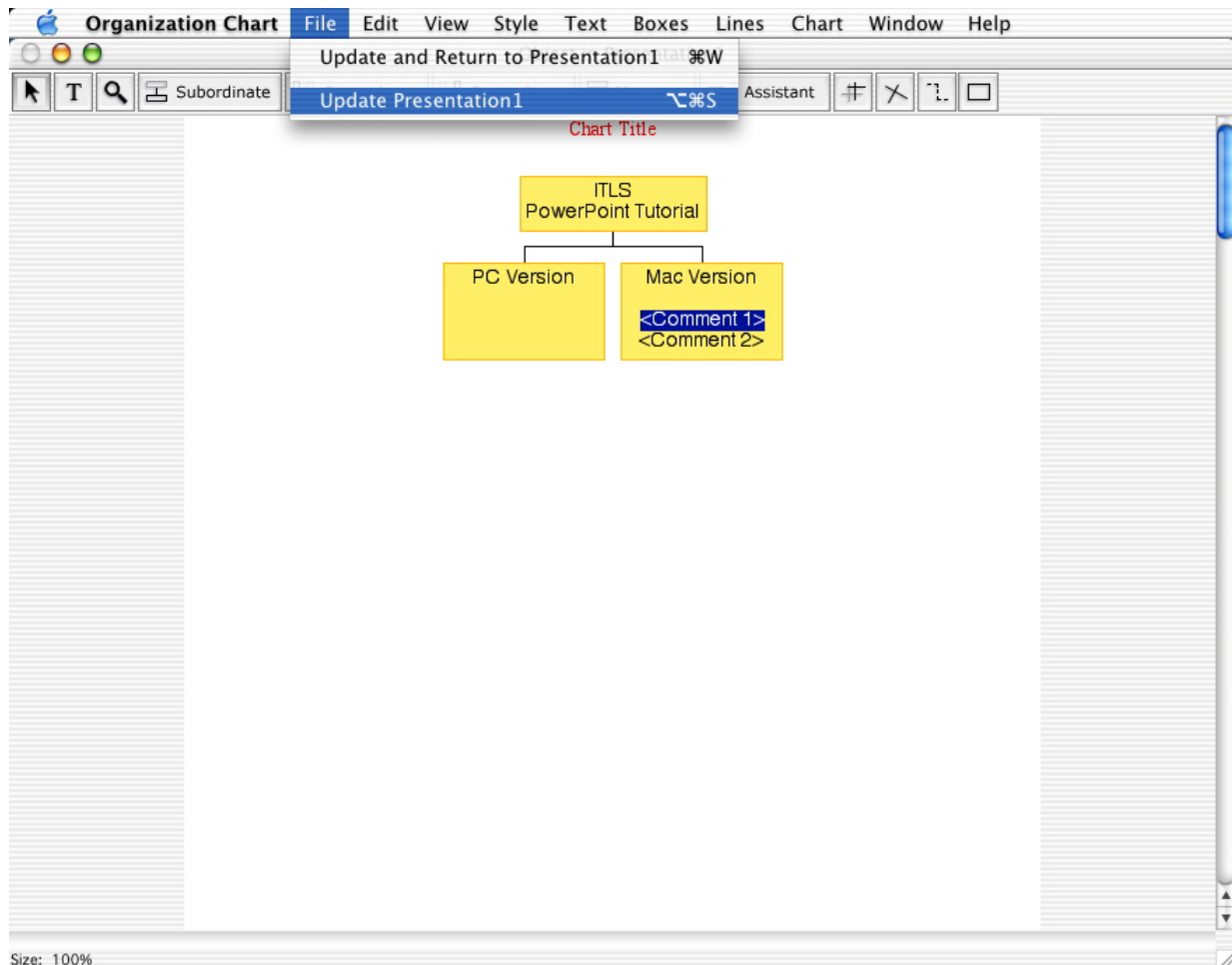
- [1] From the drawing tool bar, select the Insert Picture Icon
- [2] From the Insert Picture dialogue box, navigate to the image
- [3] Select the image and Click Insert
- [4] When the image is selected the picture properties tool bar will appear



- Graphics may also be used as background images for a slide.
- [1] Select the Image
 - [2] Drag the handles of the image to fit the whole slide
 - [3] From the **Draw Menu** on the drawing tool bar, Select Order
 - [4] Choose **Send to Back**
 - [5] Deselect the image to begin adding information to the slide.

Adding An Organizational Chart

- PowerPoint provides a slide layout for the incorporation of an organizational chart. By choosing the organizational chart slide layout, PowerPoint provide a series of dialogue boxes to aid in the creation of the chart.
- [1] Choose the organizational chart slide layout
 - [2] Double Click in the chart window to activate the chart creator
 - [3] In the Organization Chart Window, Click on the chart to add text
 - [4] To Add additional items to the cart, choose subordinate and click on the chart to add a box or choose one of the other options to add.
 - [5] Using the Pull down menus, select the text, boxes, styles, and lines for the chart appearance.
 - [6] To return to the PowerPoint presentation select **File**
 - [7] Choose **Update Presentation 1** or File name listed
 - [8] Choose **Organization Chart**
 - [9] Select **Quit Organization Chart** to return to the Power Point Slide for editing

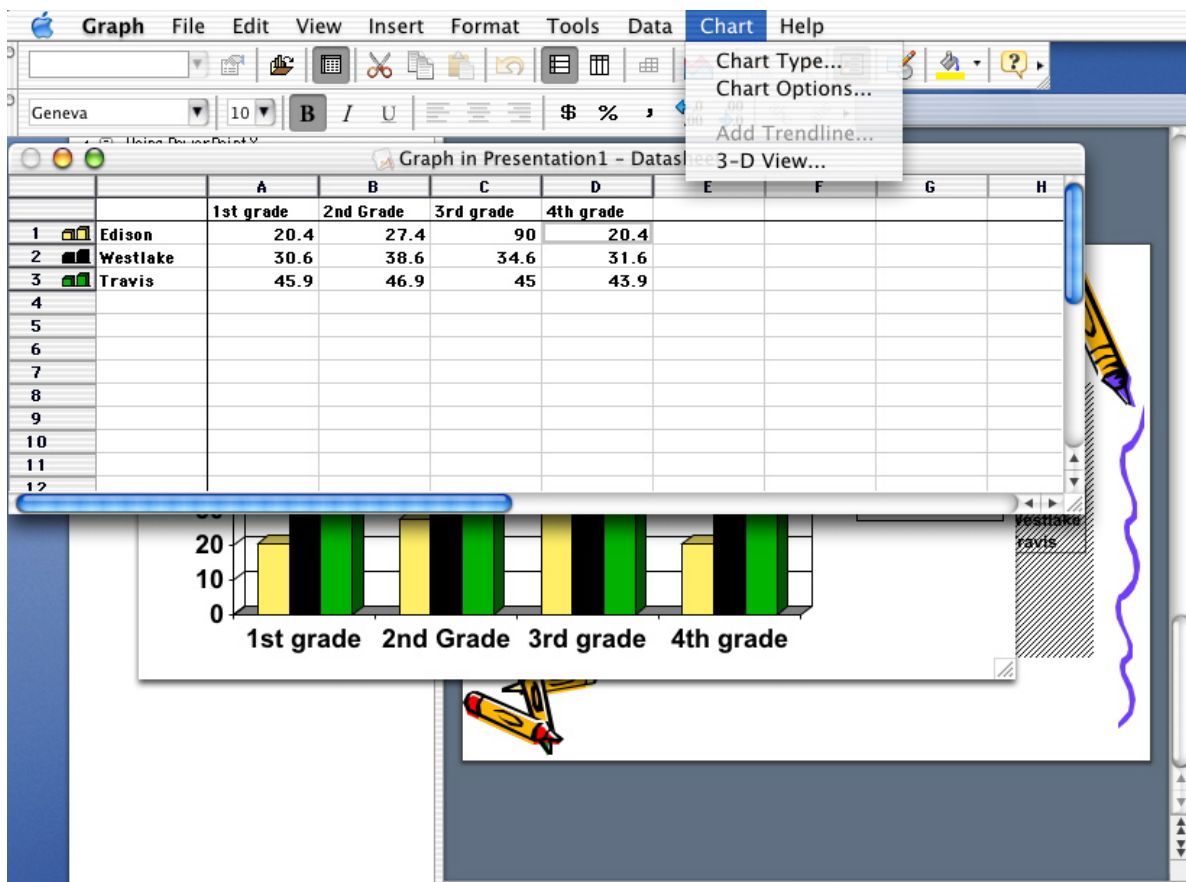


Adding a Chart

- PowerPoint offers several graph options for slide layouts.
 - [1] Select a graph slide layout
 - [2] Double click the graph as instructed on the slide
 - [3] Using the spreadsheet, enter data for the chart
 - [4] Choose **Graph**
 - [5] Select **Quit and Return to Presentation 1** or filename

To change the chart type or other options:

- [1] Return to the chart editing screen by double clicking the chart on the slide
- [2] Select **Chart** from the Pull down menu
- [3] Select **Options or Type**
- [4] Once Options and Type have been selected, select **Graph**
- [5] Choose **Quit and Return to Presentation 1** or filename



Adding a Table

- PowerPoint provides a specific slide layout for adding a table, but a table may be added to any slide layout chosen.

[1] Create a New Slide

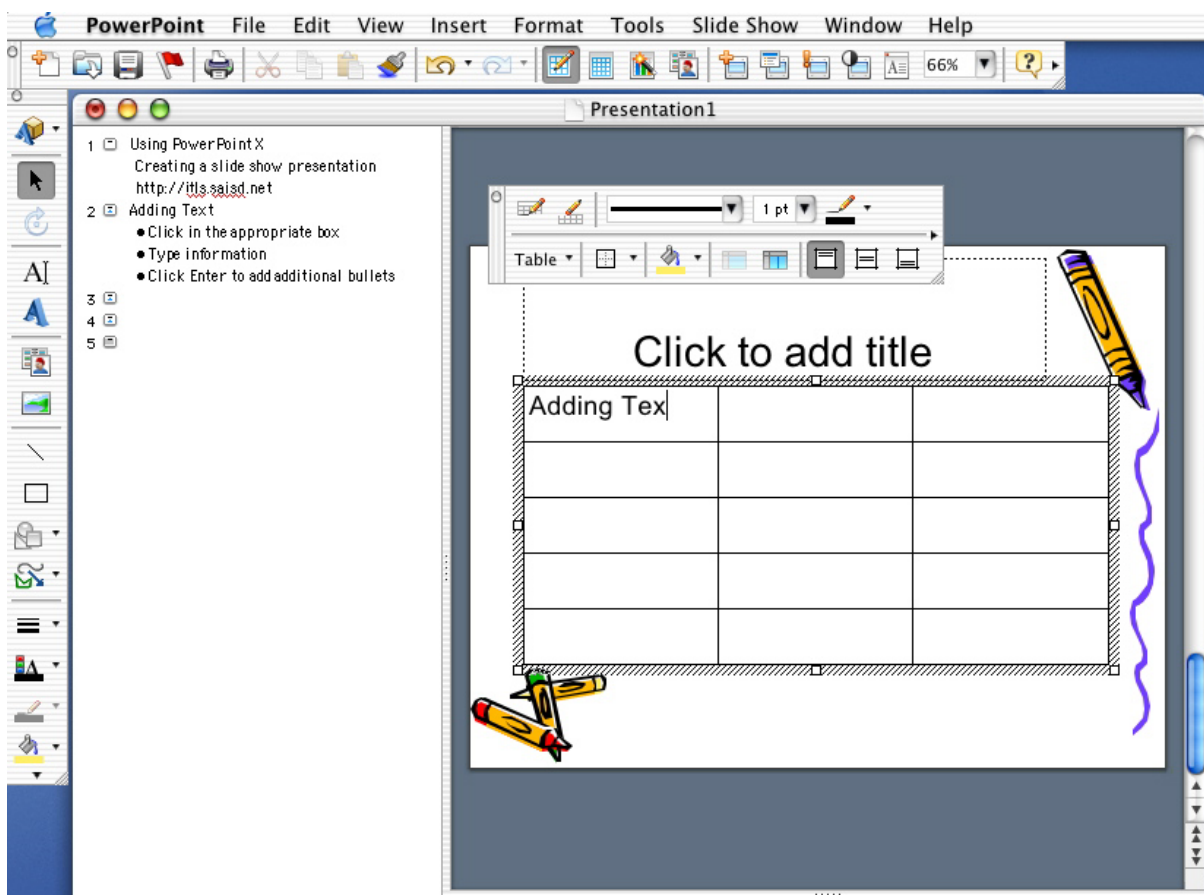
[2] Choose the Table Slide Layout and Click OK

[3] From the Insert Table dialogue box, define the number of columns and rows desired.

[4] Click OK

[5] Click inside the table to add text

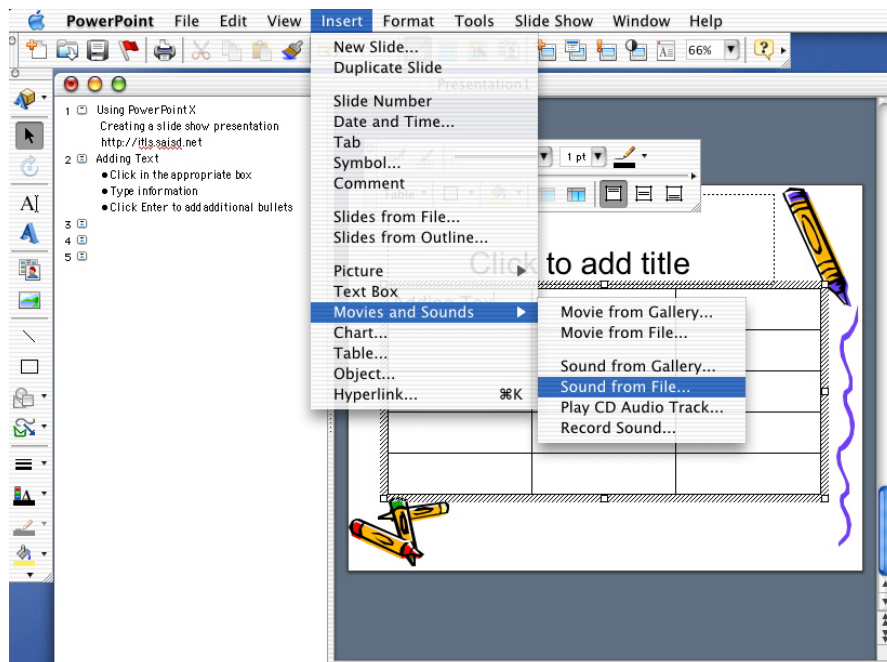
- With the table selected, the table properties box will appear to edit table settings



Adding Sound

- PowerPoint has the capability of adding sound effect and music to slides. The sounds will play automatically, on mouse tap, or continuously throughout the presentation.

- [1] Select a slide to insert sound
- [2] Choose **Insert** from the Menu Bar
- [3] Select **Movies and Sounds**
- [4] Choose one of the sound options



Sound from Gallery.....If a gallery exists, sounds from within the PowerPoint program can be added to the presentation

Sound from File.....Allows the user to choose a sound file to play during the presentation

Play CD Audio Track.....Allows the user to choose a musical track from an audio CD in the CD-ROM Drive (Beware: the audio CD must be in the CD drive during the presentation for the music to play when this option is chosen.

Record Sound.....Allows the user to record a specific sound and save it as a data file to include in the presentation. This is a great feature to use for voice over purposes.

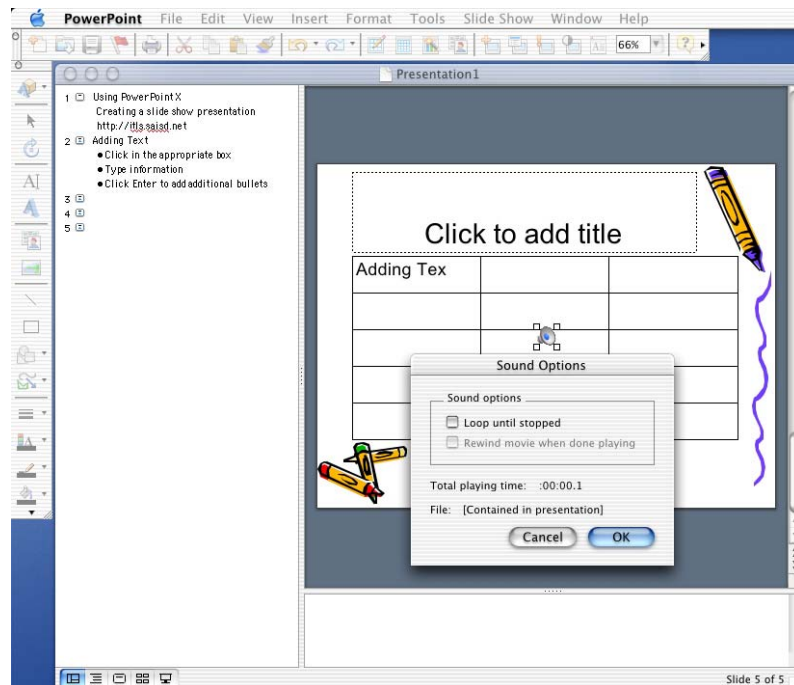
- After choosing the type of sound to be added to the presentation, a dialogue box will appear prompting you to select the method in which the sound is to play.
- Click Yes if you want the sound to play automatically
- The sound can be set to play continuously.

[1] Choose **Edit** from the Pull down menu

[2] Select **Sound Options**

[3] Place a check mark in the box labeled “Loop until stopped”

[4] Click OK



Adding Hyperlinks

- [1] Select text or object on a slide to serve as the hyperlink object.
- [2] Choose **Insert** from the Menu Bar
- [3] Select **Hyperlink**
- [4] From the Insert Hyperlink dialogue box, choose a file or type a web address.
- [5] Click OK

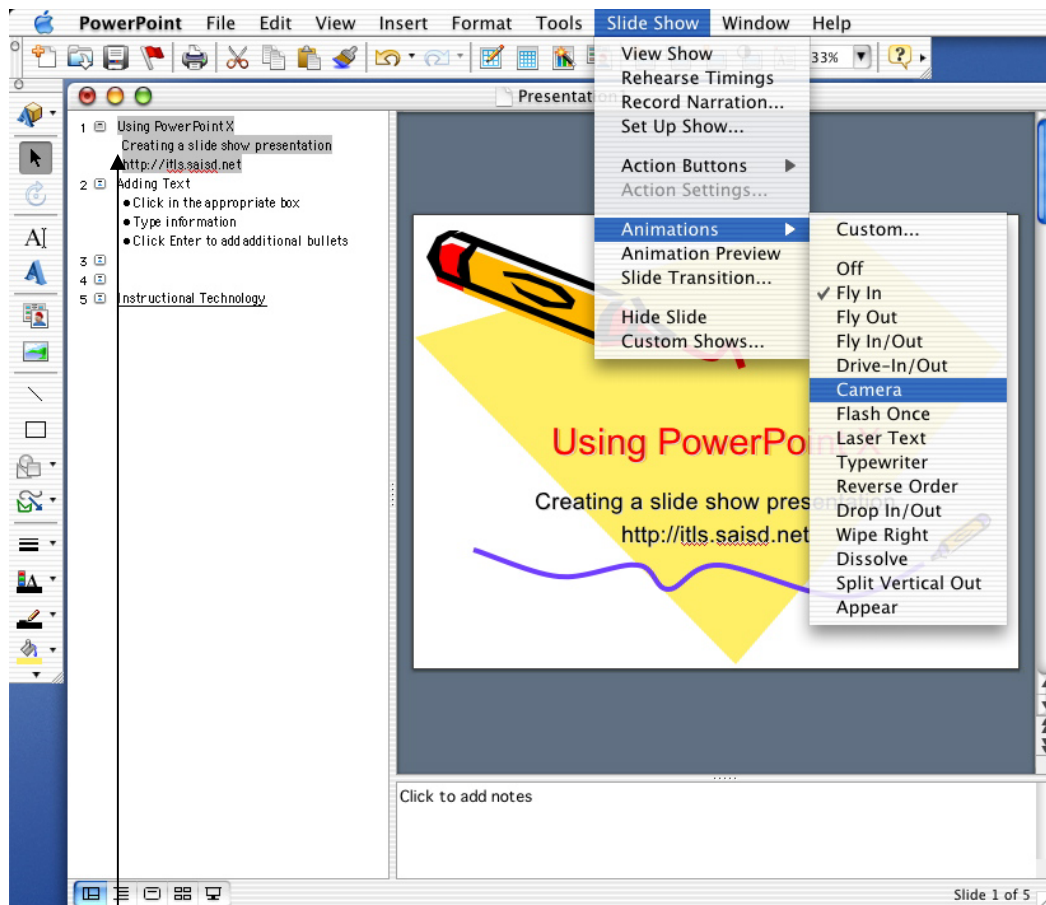


Slide Show Secrets!

Slide Show Animation

- A slide animation is the movement of objects or text onto the slide.
- Slide animations will need to be set for each individual slide.

- [1] Select a Slide object to animate by clicking on the slide in the side pane.
- [2] Choose **Slide Show** from the pull down menu
- [3] Select **Animations**
- [4] Select any animations from the list



Select Slide Object

Slide Show Transitions

- A slide show transition is the gradual change or switch from slide to slide

- [1] Choose **Slide Show** from the Menu Bar
- [2] Select **Slide Transition**
- [3] In the slide transition dialogue box, select a transition from the list
- [4] Choose a speed for the transition
- [5] Select a sound to accompany the transition if desired
- [6] Choose mouse click or automatic options
- [7] Click **Apply** or **Apply to All**



Slide Show Timings

- Timing for automatically play can be set in the Slide Transition Dialogue box as shown above.

Speaker Notes

- Speaker Notes are cue cards that can be added to a slide show presentation to aid the presenter.

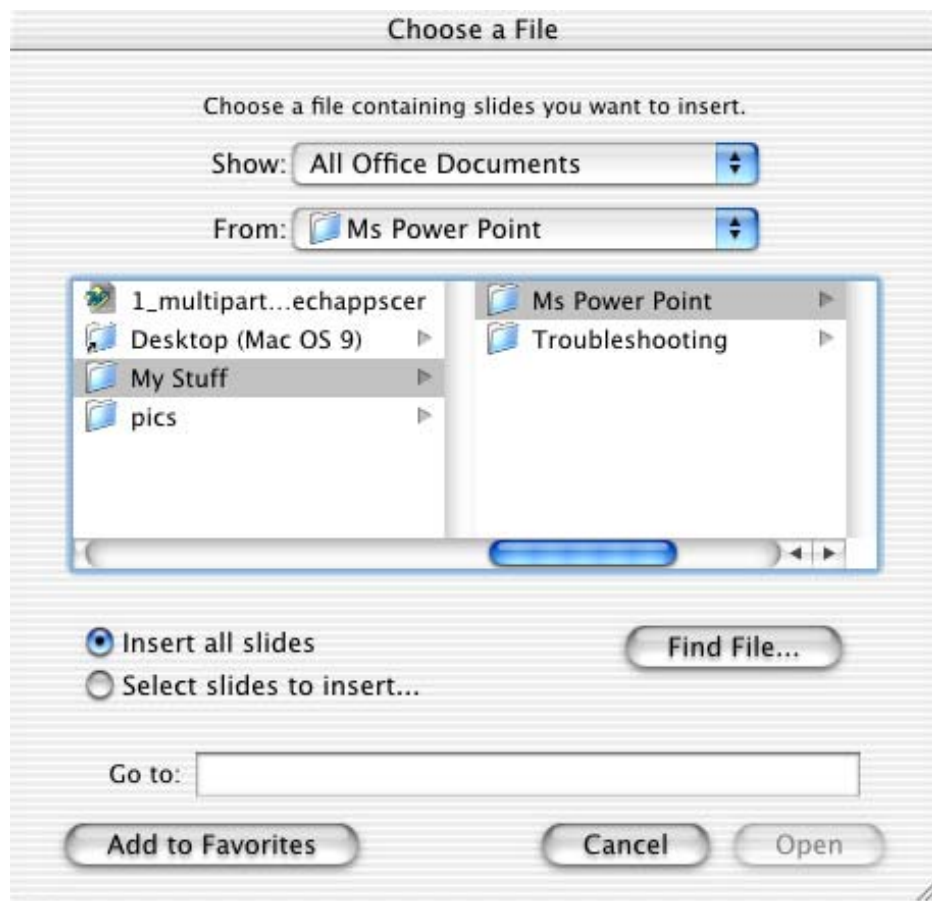
- [1] Click in the Speaker Notes Box at the bottom of the normal view slide editing screen
- [2] Type Notes for presentation

- Speaker notes will not be visible to the audience.

Adding Slides from Files

- PowerPoint will allow users to combine slides from several presentations into one.

- [1] Choose **Insert** from the Pull Down Menu
- [2] In the Choose a File Dialogue box, navigate to the appropriate presentation
- [3] Select **Insert all Slides** or **Select Slides to Insert**
- [4] Click **Open**
- [5] PowerPoint will automatically add slides to presentation.



Playing the Slide Show

- [1] Choose **Slide Show** from the Menu Bar
- [2] Select **View Show**

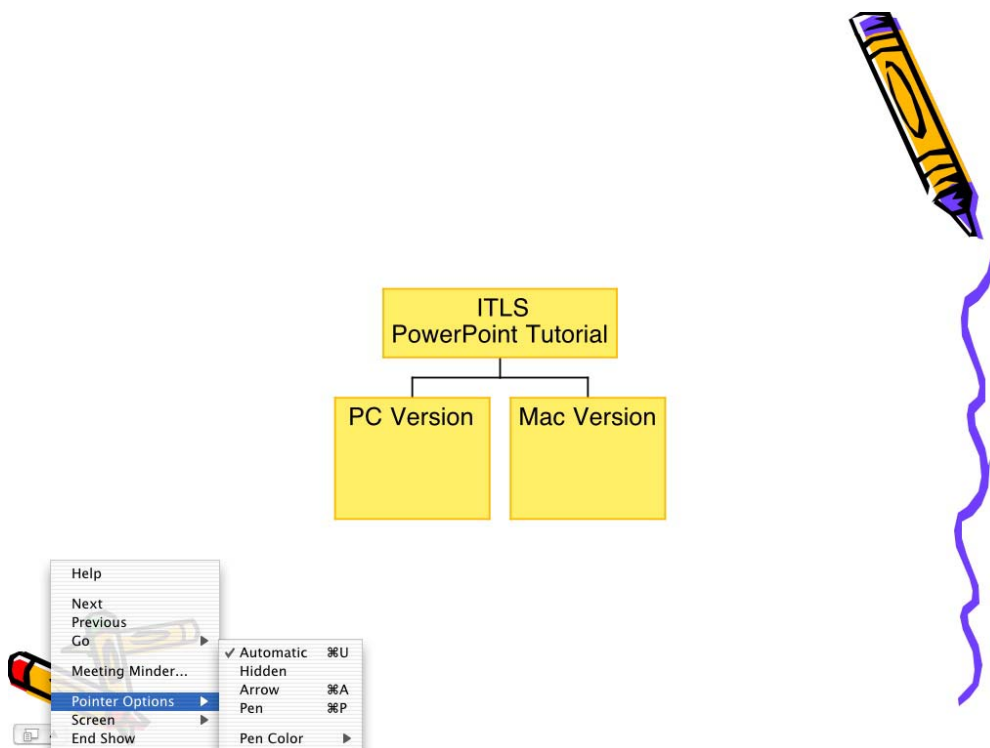
Navigation through a Slide Show

- [1] Use Mouse Click to activate slide animations or transitions
- [2] If slide timings were set, slide show will run automatically

Additional Slide Show Features

- While the slide show is in progress, it is possible to activate options to mark objects on the slide, display speaker notes, end show, or navigate manually through the slide show.

- [1] Start Slide Show
- [2] Place mouse pointer in lower left hand corner of the slide
- [3] Click on the up arrow that will appear on the slide
- [4] Choose any option from the list to activate features



Packaging a Presentation

Saving a Presentation for PowerPoint Preview

- [1] Choose **File** from the Menu Bar
- [2] Select **Save As**
- [3] Navigate to a file saving location, name the presentation and click save

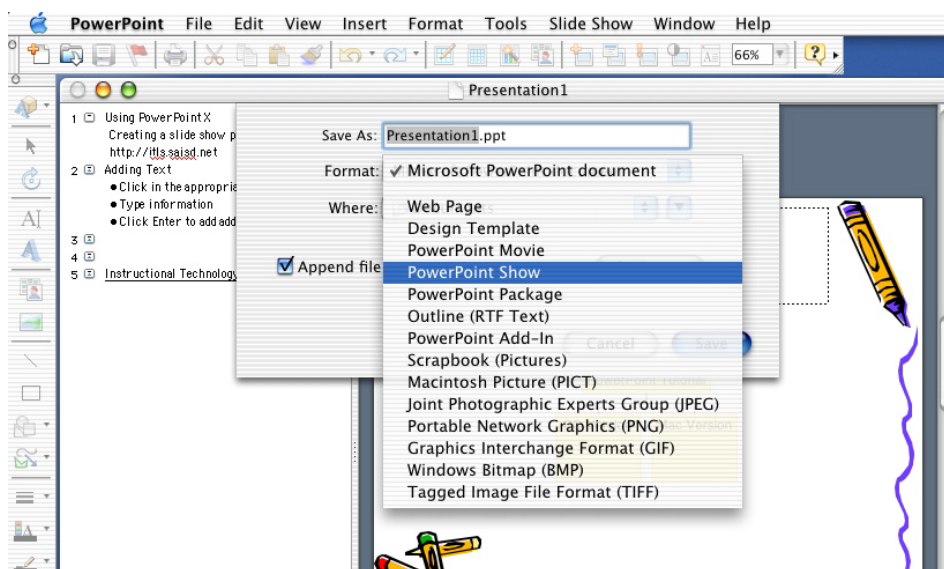
Saving a Presentation for Preview on the Web

- [1] Choose **File** from the Menu Bar
- [2] Select **Save as a Web Page**
- [3] Navigate to a file saving location, name the presentation and click save

Saving a Presentation for Preview on Any Platform

- PowerPoint has the option to save a presentation in a form that will allow any computer/user to view the presentation. Saving in this format does not require the viewer to own a copy of the PowerPoint program.

- [1] Choose **File** from the Menu Bar
- [2] Select **Save As**
- [3] In the save as dialogue box, change the format to **Power Point Show**



Printing a Presentation

- PowerPoint presentations can be printed as slides, handouts, notes, or outlines.

[1] Choose **File**

[2] Select **Print**

[3] In the Print Dialogue box, Change **Copies and Pages** to **Microsoft PowerPoint**

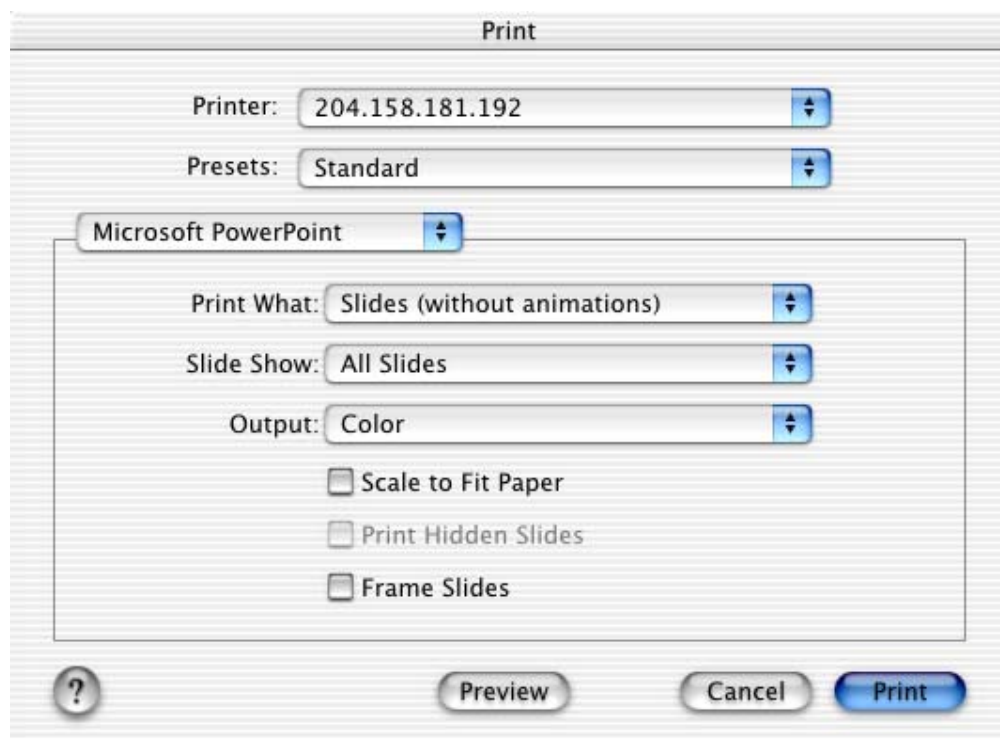
- Changing this option will allow additional print choices to appear that are specific to PowerPoint.

[4] Select **What to Print**

[5] Select **Slide Show**

[6] Choose **Output**

[7] Click on **Print** when all options are set as desired



- When printing handouts, you can choose the number of slides to be printed on each page.
- Notes pages will print any speaker notes entered into the presentation
- Outline View will print the slides in an outline form for presentation purposes.
- Slide will print whole slides on a page



Helpful Hints - MS PowerPoint X

Replace Fonts Globally

- [1] On the **Format** menu, click **Replace Fonts**.
- [2] In the **Replace Font** dialog box, click the font you want to replace in the **Replace** list.
- [3] In the **With** list, click the font you want to apply.
- [4] Click **Replace** and review the font change. If you like what you see, click **Close**.

Showing Slides Out of Order

- During the slide show presentation, type the number of the slide you want to navigate to and hit the enter key.
- You will need to know your slide numbers for this option to be most effective.

Create a Movie of a Presentation

- [1] Click on **File** from the pull down menu
- [2] Select **Make Movie**
- [3] In the dialogue box, name the file
- [4] Click **Save**

From Microsoft Office PowerPoint Tips

<http://www.microsoft.com/office/using/tips/archives/ppttips.asp>



Test for Knowledge - MS PowerPoint

Create a PowerPoint Presentation on your life and include the following items:

- Slide Appearance.....Tools to Use
Various Slide Layouts; Title Slide;
Set color scheme; Footer
- Content.....Tools to Use
Word Art; Clip Art; Digital Graphics;
Organizational Chart; Table or Chart; Sound; Hyperlink
- Slide Secrets.....Tools to Use
Slide Animations; Slide Transitions; Speaker Notes
- Packaging.....Tools to Use
Save as a PowerPoint File; Save as a Web Page;
Save as a PowerPoint show

Mini PowerPoint Quiz

1. Name three ways that PowerPoint can increase productivity and learning in your classroom.

2. Describe three ways that PowerPoint could increase technology integration in your classroom and school.

3. Name three ways that a PowerPoint presentation can be exported and how it can help you in the classroom?

4. List and describe three ways to insert graphics into a PowerPoint presentation.

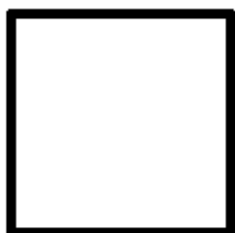
5. What is the difference between a slide animation and an animated graphic.

6. Describe how to use speaker notes and how they could be useful in a presentation.

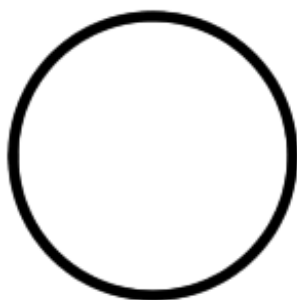


Evaluation Form

Geometric Reflection and Evaluation



Something I learned
that SQUARED with
my beliefs.



A question going
AROUND in my mind...



STOP!
How do I plan to
implement what I have
learned?



1.Held my interest with relevant examples.	1	2	3	4	5
2.Facilitated activities effectively that reflected a clear grasp of the topic.	1	2	3	4	5
3.Responded effectively to questions.	1	2	3	4	5
4.Delivered content in an appropriate, well-paced manner.	1	2	3	4	5
5.Provided opportunities for active participation.	1	2	3	4	5
6.Provided quality handouts that enhanced my learning experience.	1	2	3	4	5
7.If this activity was TEKS-related, at what LOTI level were most of the activities?	1	2	3	4	5
8.Anything else you would like to share about the workshop today that may not have been addressed previously?					

PowerPoint Integration

PowerPoint is primarily a presentation software, but in relation to classroom usage, PowerPoint can be a powerful integration tool. Below are just a few suggestions for content area integration:

Elementary

Language Arts	Creative Writing; Use of word and definitions
Reading	Summarization;
Math	Vocabulary and concepts; Word problems
Science	Animal Families; Properties of Matter
Social Studies	Famous People; Famous Events; Timelines

Secondary

Language Arts	Authors; Research
Science	Elements; Life Cycles
Social Studies	Historical Events
Math	Equations; Probabilities

In these examples, teachers should pre-plan. These topics supply only a few of the possibilities for PowerPoint. Students should be able to create interactive projects over any topic using PowerPoint, whether the presentation is completed for class view or individualized view. PowerPoint provides students with a method of condensing a large amount of information into a summarized form.

Technology Application: Texas Essential Knowledge and Skills

§126.11. Technology Applications, Grades 6-8.

TEKS (2) **Foundations.**

The student uses data input skills appropriate to the task. The student is expected to:

- (A) demonstrate proficiency in the use of a variety of input devices such as mouse/track pad, keyboard, microphone, digital camera, printer, scanner, disk/disc, modem, CD-ROM, or joystick;
- (B) demonstrate keyboarding proficiency in technique and posture while building speed;
- (C) use digital keyboarding standards for data input such as one space after punctuation, the use of em/en dashes, and smart quotation marks; and
- (D) develop strategies for capturing digital files while conserving memory and retaining image quality

TEKS (7) **Solving Problems.**

The student uses appropriate computer-based productivity tools to create and modify solutions to problems. The student is expected to:\

- (D) demonstrate proficiency in the use of multi-media authoring programs by creating linear or non-linear projects incorporating text, audio, video, and graphics;
- (G) integrate two or more productivity tools into a document including, but not limited to, tables, charts and graphs, graphics from paint or draw programs, and mail merge;

TEKS (8) Solving Problems.

The student uses research skills and electronic communication, with appropriate supervision, to create new knowledge. The student is expected to:

- (E) integrate acquired technology applications skills, strategies, and use of the word processor, database, spreadsheet, telecommunications, draw, paint, and utility programs into the foundation and enrichment curricula.

TEKS (10) Communication.

The student formats digital information for appropriate and effective communication. The student is expected to:

- (A) use productivity tools to create effective document files for defined audiences such as slide shows, posters, multimedia presentations, newsletters, brochures, or reports;
- (D) demonstrate appropriate use of fonts, styles, and sizes, as well as effective use of graphics and page design to effectively communicate;

TEKS (11) Communication.

The student delivers the product electronically in a variety of media, with appropriate supervision. The student is expected to:

- (A) publish information in a variety of ways including, but not limited to, printed copy, monitor display, Internet documents, and video;

Technology Application: Texas Essential Knowledge and Skills

§126.26. Multimedia (One Credit). High School

- (a) General requirements. The prerequisite for this course is proficiency in the knowledge and skills described in §126.12(c) of this title (relating to Technology Applications (Computer Literacy), Grades 6-8). This course is recommended for students in Grades 9-12.
- (b) Introduction.
 - (1) The technology applications curriculum has four strands: foundations, information acquisition, work in solving problems, and communication.
 - (2) Through the study of technology applications foundations, including technology-related terms, concepts, and data input strategies, students learn to make informed decisions about technologies and their applications. The efficient acquisition of information includes the identification of task requirements; the plan for using search strategies; and the use of technology to access, analyze, and evaluate the acquired information. By using technology as a tool that supports the work of individuals and groups in solving problems, students will select the technology appropriate for the task, synthesize knowledge, create a solution, and evaluate the results. Students communicate information in different formats and to diverse audiences. A variety of technologies will be used. Students will analyze and evaluate the results.
- (c) Knowledge and skills.

- TEKS (1) Foundations.** The student demonstrates knowledge and appropriate use of hardware components, software programs, and their connections. The student is expected to:
- (A) demonstrate knowledge and appropriate use of operating systems, software applications, and communication and networking components;
 - (B) analyze demands for accomplishing multimedia tasks to appropriately use input, processing, output, and primary/secondary storage devices;
 - (C) make decisions regarding the selection, acquisition, and use of software in a multimedia classroom/lab taking under consideration its quality, appropriateness, effectiveness, and efficiency;
 - (D) delineate and make necessary adjustments regarding compatibility issues including, but not limited to, digital file formats and cross platform connectivity;
 - (E) use necessary vocabulary related to multimedia;
 - (F) install and configure appropriate software;
 - (G) distinguish between and correctly use process color (RGB and CYMK), spot color, and black/white;
 - (H) identify color mixing theories and apply these theories to the creation of new colors in the digital format;
 - (I) identify and distinguish among the basic sound editing principles including the addition of effects and manipulation of the wave form;
 - (J) identify and use compression schemes for photo, animation, video, and graphics; and
 - (K) distinguish between and determine the appropriate application of bitmapped and vector graphics into a multimedia project.

TEKS (2) Foundations.

The student uses data input skills appropriate to the task. The student is expected to:

- (A) demonstrate proficiency in the use of a variety of electronic input devices including the mouse, keyboard, scanner, voice/sound recorder, disk/disc, video, and digital camera by creating files to be used in multimedia products;
- (B) use digital keyboarding standards for data input such as one space after punctuation, the use of em/en dashes, and smart quotation marks;
- (C) use strategies when digitally capturing files that conserve memory and retain the image integrity; and
- (D) differentiate among audio input.

TEKS (3) Foundations.

The student complies with the laws and examines the issues regarding the use of technology in society. The student is expected to:

- (A) discuss copyright laws/issues and model ethical acquisition and use of digital information, citing sources using established methods;
- (B) demonstrate proper etiquette and knowledge of acceptable use policies when using networks, especially resources on the Internet and intranet;
- (C) model respect of intellectual property when manipulating, morphing, or editing graphics, video, text, and sound; and
- (D) provide examples of the role of multimedia in society.

TEKS (4) Information acquisition. The student uses a variety of strategies to acquire information from electronic resources, with appropriate supervision. The student is expected to:

- (A) use strategies to access research information from different resources, including local area networks (LANs), wide area networks (WANs), the Internet, and intranet; and
- (B) apply appropriate electronic search strategies in the acquisition of information including keyword and Boolean search strategies.

TEKS (5) Information acquisition. The student acquires electronic information in a variety of formats, with appropriate supervision. The student is expected to:

- (A) acquire information in electronic formats including text, audio, video, and graphics, citing the source; and
- (B) identify, create, and use available file formats including text, image, video (analog and digital), and audio files.

TEKS (6) Information acquisition. The student evaluates the acquired electronic information. The student is expected to:

- (A) identify and employ a method to evaluate the design, functionality, and accuracy of the accessed information; and
- (B) use fundamental concepts of graphic design including visual composition and lighting when analyzing multimedia.

TEKS (7) Solving problems.

The student uses appropriate computer-based productivity tools to create and modify solutions to problems. The student is expected to:

- (A) use foundation and enrichment curricula in the creation of multimedia products;
- (B) select and integrate computer-based productivity tools, including, but not limited to, word processor, database, spreadsheet, telecommunications, draw, paint, and utility programs to develop and modify solutions to problems and to create new knowledge for multimedia products;
- (C) use technology tools to create a knowledge base with a broad perspective;
- (D) apply color principles to communicate the mood of the product for the specific audience;
- (E) integrate path and cell animation modules appropriately into multimedia products;
- (F) use the appropriate scripting language to create a multimedia sequence;
- (G) edit files using established design principles including consistency, repetition, alignment, proximity, ratio of text to white space, image file size, color use, font size, type, and style; and
- (H) read and use technical documentation.

TEKS (8) Solving problems.

The student uses research skills and electronic communication, with appropriate supervision, to create new knowledge. The student is expected to:

- (A) participate with electronic communities as a learner, initiator, contributor, and teacher/mentor and use technology to participate in self-directed and practical activities in the larger community and society;
- (B) demonstrate proficiency in, appropriate use of, and navigation of LANs, WANs, the Internet, and intranet for research and for sharing of resources;
- (C) integrate and use efficiently and effectively a variety of multimedia programs and tools including linear/non-linear authoring tools, image/video editing tools, compression programs, draw/paint/text creation tools;
- (D) extend the learning environment beyond the school walls through the creation and linking of multimedia products via electronic networks;
- (E) develop technical documentation related to multimedia;
- (F) participate in different roles and jobs of a multimedia production crew including project manager, lead programmer, writer, art director, sound engineer, researcher, animator, and presenter;
- (G) distinguish among and appropriately integrate 3-D modeling, animation, and rendering software into multimedia products;
- (H) import video into the digital format for integration into multimedia products; and

TEKS (8) **Solving problems**, continued

- (I) capture, record, and integrate sampled and Musical Instrument Digital Interface (MIDI) sound in different sound rates, resolutions, and channels.

TEKS (9) **Solving problems.**

The student uses technology applications to facilitate evaluation of work, both process and product. The student is expected to:

- (A) design and implement procedures to track trends, set timelines, and review/evaluate progress for continual improvement in process and product;
- (B) seek and respond to advice from peers and professionals in delineating technological tasks;
- (C) create technology specifications for tasks and rubrics to evaluate products and product quality against established criteria; and
- (D) resolve information conflicts and validate information by accessing, researching, and comparing data and demonstrate that products and product quality can be evaluated against established criteria.

TEKS (10) **Communication.**

The student formats digital information for appropriate and effective communication. The student is expected to:

- (A) identify quality in multimedia design such as consistency, alignment, repetition, and proximity;
- (B) use content selection and presentation for the defined audience and communication purpose; and

TEKS (10) **Communication**, continued

- (C) format the multimedia project according to defined output specifications including target audience and viewing environment

TEKS (11) **Communication**.

The student delivers the product electronically in a variety of media, with appropriate supervision. The student is expected to:

- (A) publish information in a variety of ways including, but not limited to, printed copy or monitor display; and
- (B) publish information in saved files, Internet documents, CD-ROM discs, or video.

TEKS (12) **Communication**.

The student uses technology applications to facilitate evaluation of communication, both process and product. The student is expected to:

- (A) determine and employ technology specifications to evaluate projects for design, content delivery, purpose, and audience; and
- (B) seek and respond to input from peers and professionals in evaluating the product.

Levels of Technology Integration (LOTI)

Level	Category	Description
0	Nonuse	A perceived lack of access to technology-based tools or a lack of time to pursue electronic technology implementation. Existing technology is predominately text-based (e.g., ditto sheets, chalkboard, overhead projector).
1	Awareness	The use of computers is generally one step removed from the classroom teacher (e.g., it occurs in integrated learning system labs (i.e. Jostens, CCC, IDEAL, Plato), special computer-based pull-out programs, computer literacy classes, and central word processing labs). Computer based applications have little or no relevance to the individual teacher's instructional program.
2	Exploration	Technology-based tools serve as a supplement (e.g., tutorials, educational games, simulations) to the existing instructional program. The electronic technology is employed either for extension activities or for enrichment exercises to the instructional
3	Infusion	Technology-based tools including databases, spreadsheets, graphing packages, probes, calculators, multimedia applications, desktop publishing, and telecommunications augment selected instructional events (e.g., science kit experiments using spreadsheets or graphs to analyze results, telecommunications activities involving data sharing among schools).
4a	Integration (mechanical)	Technology-based tools are mechanically integrated, providing a rich context for students' understanding of the pertinent concepts, themes, and processes. Heavy reliance is placed on prepackaged materials and sequential charts that aid the teacher in the daily operation of the instructional curriculum. Technology (e.g., multimedia, telecommunications, databases, spreadsheets, word processing) is perceived as a tool to identify and solve authentic problems relating to an overall theme
4b	Integration (routine)	Teachers can readily create integrated units with little intervention from outside resources. Technology-based tools are easily and routinely integrated, providing a rich context for students' understanding of the pertinent concepts, themes, and processes. Technology (e.g., multimedia, telecommunications, databases, spreadsheets, word processing) is perceived as a tool to identify and solve authentic problems relating to an overall theme/concept.
5	Expansion	Technology access is extended beyond the classroom. Classroom teachers actively elicit technology applications and networking from business enterprises, governmental agencies (e.g., contacting NASA to establish a link to an orbiting space shuttle through the Internet), research institutions, and universities to expand student experiences directed at problem solving, issues resolution, and student activism surrounding a major theme or concept.
6	Refinement	Technology is perceived as a process, product (e.g. invention, patent, new software designed), and tool for students to use in solving authentic problems related to an identified real-world problem or issue. In this context, technology provides a seamless medium for information queries, problem-solving, and product development. Students have read access to and a complete understanding of a vast array of technology-based tools to accomplish any particular task.



Resources, Links & Citations

PowerPoint Resources on the Web

<http://www.microsoft.com/office/using/tips/archives/ppttips.asp>

<http://search.office.microsoft.com/assistance/tasks.aspx?p=PowerPoint>

<http://www.actden.com/pp/>

<http://www.barnard.columbia.edu/at/training/ppoint/>

<http://www.rdpslides.com/pptfaq/>

<http://tutorials.beginners.co.uk/index/category/105>

Print Resources

There are a number of valuable books written on the topic of PowerPoint presentations. Check out new and used bookstores. The print resources for PowerPoint are vast, skim through the books to find the one that is right for you.

Listserves and Newsgroups

If you have access to Usenet Newsgroups, you might try:

- Microsoft PowerPoint Newsgroup
- Yahoo PowerPoint Newsgroup